



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

February 14, 2006

WEST VIRGINIA BULLETIN NO: WV300-6-7

SUBJECT: Farm Bill Program Contract Modifications and Delegation of Authorities

Purpose: Explain New Procedure and Issue List of Delegated Authorities

Expiration Date: September 30, 2006

Farm Bill Program contracts are reviewed and modified as needed to facilitate completion during the planned period. In order to facilitate this process, a more streamlined method for completing modifications is being adopted.

Review each contract a minimum of once per year. Contracts in compliance need only documentation in the contract folder (Cons. 6) that the review is completed. Contracts not in compliance require a completed [NRCS-CPA-13](#) and letter to the participant detailing the measures needed to achieve compliance (Memo to all DC's dated 2/8/06 -Farm Bill Contract Administration). Modification is sometimes needed to bring the participant into compliance with contract requirements.

Complete modifications in Toolkit and ProTracts as appropriate and obtain signatures by all parties. Modifications that do not require additional funds will be completed by the field office staff and approved by the persons with delegated authority in each area (see attached list). The FO staff will send an email to the delegated authority person with a copy to the ASTC for Programs and ASTC-FO detailing the changes and asking for approval. The delegated authority person will reply to the FO request (cc: ASTC for Programs and ASTC-FO) with approval or denial of the request and complete the action in ProTracts. FO staff will place the reply in the FO official contract folder. **Note: Only the ASTC-Programs has Delegated Authority to approve modifications for CSP contracts.**

Modifications requiring additional funds must be approved by the State Conservationist. Process the modifications in the same manner as before: send a letter requesting the additional funds to the ASTC for programs and await the approval letter from the State Conservationist before transferring funds and approving the modification. **No one is to approve an increase in funds before receiving approval from the State Conservationist.** Employees approving fund transfers to increase contract amounts without approval of the State Conservationist will be subject to disciplinary action.

Authority to sign payment approval **Block 25** on CCC-1245 is delegated to District Conservationists (DC) **only**. A DC may sign the CCC-1245 in neighboring counties if the resident DC is unavailable.

Only persons with the proper approval authority may sign **Block 16, Technician's Signature** on the CCC-1245. For engineering practices, the signer must have engineering approval authority for the practice being certified. For agronomic practices, the signer must be a [Certified Conservation Planner](#).

If you have any questions, contact Herbert Andrick, ASTC for Programs, at 284-7560, or JR Wolfe, Acting Resource Conservationist, at 284-7583.

/s/ Charlotte Wertz, Acting for

RONALD L. HILLIARD
State Conservationist

Attachment

DIST: A
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Herbert Andrick, ASTC-P, Morgantown, WV
JR Wolfe, Acting RC, Morgantown, WV
Jerry Brackenrich, RC, Beckley, WV
Gary Redden, GS, Beckley, WV
Barbara Greenleaf, GS, Parkersburg, WV
Ken Haid, RC, Cross Lanes, WV
Dan Lynch, SC, Moorefield, WV
Ray Cragar, GS, Philippi, WV
Ron Bricker, Budget Officer, Morgantown, WV

Farm Bill Delegated Authorities FY 2006

| NRCS Field Office | NRCS Personnel with Delegated Authority to sign CCC-1245's Block # 25 Payment Approval | NRCS Personnel with Delegated Authority to Sign CCC-1200 for Contract Approval and Contract Modifications (Not including CSP modifications) |
|--------------------------|---|--|
| Beckley | Dave Darnell | Jerry Brackenrich/ Gary Redden |
| Buckeye | Susan Davis | Jerry Brackenrich/Gary Redden |
| Cross Lanes | Larry Sturm | Barbara Greenleaf/Ken Haid |
| Elkins | Larry Casseday | Dan Lynch/ Ray Cragar |
| Franklin | Doris Brackenrich | Dan Lynch/ Ray Cragar |
| Gassaway | John Cox | Jerry Brackenrich/ Gary Redden |
| Glenville | Scott Hoover | Barbara Greenleaf/Ken Haid |
| Hamlin | Alan Boone | Jerry Brackenrich/ Gary Redden |
| Huntington | Mike Marks | Jerry Brackenrich/ Gary Redden |
| Keyser | Joe Hatton | Dan Lynch/Ray Cragar |
| Kingwood | Phil Evans | Dan Lynch/ Ray Cragar |
| Lewisburg | Tom Vance | Jerry Brackenrich/ Gary Redden |
| Martinsburg | Rebecca MacLeod | Dan Lynch/ Ray Cragar |
| McMechen | Nicole Viars | Barbara Greenleaf/Ken Haid |
| Moorefield | Ed Kesecker | Dan Lynch/ Ray Cragar |
| Morgantown | JR Wolfe | Dan Lynch/ Ray Cragar |
| Mt. Clare | Jeff Griffith | Barbara Greenleaf/Ken Haid |
| Parkersburg | Luke Hunter, Acting DC | Barbara Greenleaf/Ken Haid |
| Petersburg | Dick Gray | Dan Lynch/ Ray Cragar |
| Philippi | Mike Mullennex | Dan Lynch/ Ray Cragar |
| Princeton | Bill Harris | Jerry Brackenrich/ Gary Redden |
| Pt. Pleasant | Valerie Hannon | Barbara Greenleaf/Ken Haid |
| Ranson | Bob Schnably | Dan Lynch/ Ray Cragar |
| Ripley | Larry Sturm | Barbara Greenleaf/Ken Haid |
| Romney | Steve Ritz | Dan Lynch/ Ray Cragar |
| Sistersville | Rick Patterson | Barbara Greenleaf/Ken Haid |
| Spencer | Sam Sheets | Barbara Greenleaf/Ken Haid |
| Summersville | Larry Greynolds | Jerry Brackenrich/ Gary Redden |
| Union | Lee Godbey | Jerry Brackenrich/ Gary Redden |
| Weston | Andy Sentz | Barbara Greenleaf/Ken Haid |
| White Hall | Ray Carr | Dan Lynch/ Ray Cragar |